



**GRYPHON
SCIENTIFIC**

**GENERAL SERVICES
ADMINISTRATION**

FEDERAL SUPPLY SERVICE

**AUTHORIZED FEDERAL
SUPPLY SCHEDULE PRICE
LIST**

**SCHEDULE: 874-1 MISSION
ORIENTED BUSINESS INTEGRATION
SERVICES (MOBIS), CONSULTING
SERVICES**

GSA CONTRACT GS-10F-0464X

SEPT 8, 2011 – SEPT 08, 2016

BUSINESS SIZE: SMALL

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On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedule button at fss.gsa.gov.

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CUSTOMER INFORMATION

1a. Special Item Number: 874-1 Mission Oriented Business Integration Services (MOBIS), Consulting Services

1b. Price List:

Labor Category	6/23/2010 6/22/2012	6/23/2012 6/22/2013	6/23/2013 6/22/2014	6/23/2014 6/22/2015	6/23/2015 6/22/2016
Principal	153.57	157.40	161.34	165.37	169.51
Associate / Scientist	97.91	100.36	102.87	105.44	108.08
Sr Analyst	79.62	81.61	83.65	85.74	87.88
Analyst	59.26	60.74	62.26	63.82	65.41
Analyst Jr	51.53	52.82	54.14	55.49	56.88
Sr Research Assistant	43.29	44.37	45.48	46.62	47.78
Business Manager	72.14	73.95	75.80	77.69	79.63

1c. Labor Category Descriptions

Title	Job Description / Work to be Performed	Education/Experience Required
Principal	<ul style="list-style-type: none"> Supervises a practice area or multiple projects and serves as Project Director or Principal Investigator on large or multiple small projects of strategic importance to the company. Participates in overall management of the company, including technical, financial, entrepreneurial, and strategic decision-making. Identifies, recruits, mentors, and supervises staff at any level in the organization. Principally responsible for achieving the organization's business development goals by developing new projects in their areas of expertise. Develops project concepts for proactive business development and serves as lead author or contributor in responding to solicitations. Able to be bid and serve at senior leadership levels on projects. Strong record of independent publication and/or presentation. Communication skills—both written and oral—serve as a model for other staff. Coaches staff who need to develop skill in presenting work at conferences and in peer reviewed publications. Both develops and manages client relations. 	Must have Ph.D. and at least 8 years' experience, or equivalent background. Should have experience developing government or private-sector business by building and maintaining client relationships and providing oversight for a portfolio of projects or practice area. Must have excellent writing and personnel management skills and proven leadership abilities.

Title	Job Description / Work to be Performed	Education/Experience Required
	<ul style="list-style-type: none"> Recognized nationally for subject matter expertise in areas relevant to the company's life science and emergency preparedness work. Serves as a knowledge resource for internal staff and is viewed by sponsors as a credible principal investigator and policy advisor. Is highly proficient in one or more technical areas. 	
Associate / Scientist	<ul style="list-style-type: none"> Leads task teams, serves as Project Director supervising other staff at all levels, or provides subject matter expertise on projects managed by others. Begins to participate in overall company management, working primarily on administrative issues. Supervises peers, Analysts, Project Assistants, and/or intern level staff. Identifies and recruits staff at these levels. A team of regular, full-time staff regularly report to the Associate or Scientist. Participates on proposal teams by providing management and technical support. Takes responsibility for achieving a personal sales goal by managing and writing proposals with minimal supervision. Sales produce revenues that allow the Associate or Scientist to be self-supporting. Strong writing and oral communications skills. Serves as co-author on project reports and publications in peer reviewed journals. Develops and delivers oral presentations during meetings, conference calls, and training events. Unsupervised, routine contact with clients. Has credibility as an emerging authority in a specific substantive or technical area. Works with advisors or collaborators in that area but begins to develop external reputation. 	Graduate experience and at least 5 years of experience in the field, or equivalent preparation. Broad range of work skills and experiences. Excellent writing and oral communication skills. Knowledge of advanced techniques in his or her field of specialization, proven abilities to manage both staff and work products.

Title	Job Description / Work to be Performed	Education/Experience Required
Senior Analyst	<ul style="list-style-type: none"> Leads tasks teams under the direction of more senior staff. May manage an entire small project with a senior staff member serving as a mentor or advisor. Frequently functions independently on tasks in his or her area of responsibility Supervises peers, Analysts, Project Assistants, and/or intern level staff. Participates in hiring and recruitment of staff at these levels. Small numbers of regular, full-time staff may regularly report to the Senior Analyst. Participates in business development by providing management support and independently developing proposal sections including technical, management, and business proposals. May take the lead in writing proposals under the supervision of more senior staff. Able to represent the organization at meetings and conferences that require public speaking. Written products require no editorial supervision. Some client contact as a project manager or task leader. Focuses on developing a particular content area or technical skill through project work and/or independent study. 	<p>Must have some graduate experience and at least 4 years of experience in the field, or equivalent preparation. Must demonstrate management skill as well as technical proficiency and clear writing, oral communication, and organizational skills.</p>
Analyst	<ul style="list-style-type: none"> Participates on project or administrative teams with minimal supervision by senior staff. May function independently on selected tasks. Is able to write business correspondence and project reports with minimal editorial supervision. Conducts background research, assembles data, and performs analytic tasks. Participates in recruiting and hiring intern staff and may supervise Research Assistants. Participates in business development by compiling data, writing small proposals with minimal senior staff supervision, and assembling the final documents. May represent the organization at meetings and training events with coaching by senior staff and may work directly with clients on selected tasks. Continues to develop interests and skills in particular technical or content areas and demonstrates familiarity with issues relevant to Gryphon's life science and emergency preparedness work. 	<p>Must have a BS or BA, some graduate education and at least three years' experience, or equivalent preparation. Must also have good writing skills and proven ability to think creatively and operate with reasonable independence on assigned tasks. Must be well organized and able to supervise project assistants.</p>

Title	Job Description / Work to be Performed	Education/Experience Required
Junior Analyst	<ul style="list-style-type: none"> • Takes on more and more independent assignments. Writes project reports with moderate supervision. Conducts background research and prepares analytic reports for review by senior staff. • May participate in recruiting/interviewing research assistants and interns. • Participates in business development by compiling data, developing literature reviews, and writing both analytic and management sections with moderate supervision by senior staff. • May attend meetings with more senior staff; routinely writes progress reports and sections of analytic reports but typically has no independent client contact. • Begins to develop knowledge in fields of interest to Gryphon. Is able to work on more complex analytic problems. 	<p>Must have a BA or BS, and two years of academic or work experience, or equivalent preparation. Must have good writing skills, some analytic experience, and a proven ability to think creatively and work independently.</p>
Senior Research Assistant	<ul style="list-style-type: none"> • Begins to function more independently on project teams. With senior staff supervision, works on collecting and analyzing project data. • No staff supervision but may participate in the recruitment of RAs and the management of interns. • Participates in business development by compiling data, providing technical input, and writing selected proposal sections such as staff descriptions and capability statements. • No independent client contact but may attend meetings and conferences with more senior staff. Has demonstrated an ability to write under the supervision of more senior staff. • Typically has not developed a content area specialty; works at an entry level in many areas but has become known to other staff for his or her expertise in accomplishing selected management or analytic tasks. 	<p>Must have an undergraduate degree and at least six months of work experience as a Gryphon RA. Must have knowledge of Microsoft Office suite of programs including Word, Powerpoint, and Excel. Should have some business or general writing skills and excellent communications and organizational abilities.</p>
Business Manager	<ul style="list-style-type: none"> • Prepares and presents quarterly and annual financial statements including balance sheet and statement of profit and loss as well as routine financial management reports. • Working with a tax accountant, prepares and submits quarterly taxes and provides all input required for annual federal and state tax returns. • Responsible for managing the general ledger and executing all basic accounting functions including AP, AR, and payroll, using accounting software to process transactions and produce reports. • Provides administrative and financial management support to projects including tracking expenses, invoicing, and monitoring schedules, deliverables and milestones. 	<p>Must have high school degree plus professional training related to discipline. Must have 10 years of administrative support experience. Must be an expert in Microsoft Office programs, Quickbooks Pro and possess strong financial management skills.</p>

Title	Job Description / Work to be Performed	Education/Experience Required
	<ul style="list-style-type: none"> Serves as contracting officer for consultants and subcontractors by preparing contracts as well as teaming and non-disclosure agreements, and processing invoices and managing payments. 	

2. **Maximum Order:** \$1,000,000 per SIN/per order
3. **Minimum Order:** \$100
4. **Geographic Coverage (delivery area):** Domestic
5. **Point(s) of Production (city, county, and State or foreign country):** N/A Services
6. **Discount from List Prices or Statement of Net Price:** Discounted GSA Pricing is Shown in item 1B and includes the current IFF rate
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold:** Will Accept
- 9b. **Notification Whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-purchase Threshold:** Will Not Accept Larger Orders
10. **Foreign Items (list items by country of origin):** N/A
11. **Time of Delivery (Contractor insert number of day):** 30 DARO
- 11b. **Expedited Delivery:** Consult with Contractor
- 11c. **Overnight and 2-day Delivery:** Consult with Contractor
- 11d. **Urgent Requirements:** Consult with Contractor
12. **F.O.B. Point(s):** Consult with Contractor
- 13a. **Ordering Address(es):** Consult with Contractor

- 13b. Ordering Procedures:** Consult with Contractor
- 14. Payment Address:**
- Gryphon Scientific
1 Halfyard Drive
Brookline NH 03033
- 15. Warranty Provision:** N/A
- 16. Export Packing Charges, if applicable:** N/A
- 17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** Will Accept
- 18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable):** N/A
- 19. Terms and Conditions of Installation (if applicable):** N/A
- 20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices (if applicable):** N/A
- 20a. Terms and Conditions for Any Other Services (if applicable):** N/A
- 21. List of Service and Distribution Points (if applicable):** N/A
- 22. List of Participating Dealers (if applicable):** N/A
- 23. Preventive Maintenance (if applicable):** N/A
- 24a. Special Attributes Such as Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/:** N/A
- 25. Data Universal Number System (DUNS) Number:** 800210077
- 26. Notification Regarding Registration in Central Contractor Registration (CCR):**
Registration valid until 09/14/12. Cage Code 4RXB1.

CAPABILITIES AND EXPERIENCE

Gryphon Scientific is a small business that supports the missions of agencies at all levels of government as well as the private sector—missions that focus on defense, preparedness and global health. Relevant to the MOBIS schedule, our support for these missions includes strategic consulting, program planning, program evaluations and assistance with the development of regulations. Since its inception, Gryphon Scientific's projects have driven policy changes at the highest levels of US government in public health, preparedness, and science policy. Our strategic and business planning skills have helped state and local agencies as well as private firms develop sound business strategies and improved operations. Abroad, we have advised governments in the developing world on how to cope with daunting public health challenges. Finally, Gryphon's staff has helped both public and private research agencies to operate more safely and efficiently and better manage their operations.

Our analytic services include most of those delineated under SIN 874-1:

- Management and strategy consulting
- Program planning and program evaluation
- Studies, analyses, scenarios and reports relating to an agency's mission oriented business programs, such as defense studies, tabletop exercises, scenario simulations, educational studies, regulatory studies, policy studies, healthcare studies, economic studies and preparedness studies
- Policy and regulation development assistance

Our company boasts a unique capability to examine a problem from several critical angles - economic, behavioral, and biomedical. Whether we are considering how to regulate a complex industry, how to reduce costs related to health preparedness while maintaining efficacy, or how to refine an agency's mission to focus on its core competencies, all of our services are intended to support the business management functions and mission oriented services of our clients.

Examples of the expert advice and assistance we have provided to a variety of government and private agencies are listed in the table that follows, which inventories many projects completed or in progress through 2009. As this list suggests, we bring a unique combination of skills in the physical and life sciences together with expertise in the social sciences, economics and business management. Since its inception, Gryphon Scientific has used its deep technical expertise to support management and decision-making in preparedness policy throughout the Departments of Health and Human Services (HHS) and Homeland Security. For example, Gryphon performed a study related to the cost-effectiveness of countermeasures for the radiation sickness that may arise after a nuclear incident. In this study, Gryphon examined the cost of delivering the medical countermeasures via centralized stockpiles and then calculated costs related to the delivery of these countermeasures through the conventional medical system, finding that delivery through the conventional medical system had advantages in speed, efficacy and especially cost. Gryphon is currently helping HHS with strategic planning to pilot this concept.

In our economics and social science work, we typically examine the management, operations, and financial health of agencies involved in providing direct services—generally health-related

services—to vulnerable populations. These projects have called on us to develop strategic plans, evaluate program operations, design organizational structures, install management systems, develop web sites and web-enabled training programs, document the issues involved in recruiting and retaining direct service workers, and conduct financial and economic analyses of alternative models of providing service. For example, Gryphon provided strategic planning services to a major academic medical center, supporting the development of a collaborative organization for neuroscience research. This project involved a survey of faculty needs and expectations, market analyses, and case studies of peer organizations. In both the life science and management science areas of our work, our overall goal is to help build a healthier, safer, more secure society.

Selected Projects Completed or Ongoing by Gryphon During Fall 07 to Fall 09 (Client is in italics)	SIN 874-1, Consulting Services									
	Management or Strategy Consulting	Program Planning, Audits and Evaluations	Studies, Analyses, Scenarios and Reports Relating to MOBIS Programs						Customized Business Training	Policy and Regulation Development Assistance
			Defense Studies	Table Top Exercises or Scenario Simulations	Educational Studies	Regulatory or Policy Studies	Healthcare Studies	Economic Studies		
<i>Center for Social Innovation</i> , Planning and Product Development	✓				✓	✓	✓		✓	✓
<i>Albuquerque Health Care for the Homeless</i> , Strategic and Business Planning Project	✓	✓					✓	✓		
<i>DHHS, AHRQ</i> , Modeling Medical Needs in the Aftermath of Terrorist Attacks			✓	✓		✓	✓	✓		
<i>Georgetown University</i> , Evaluation of ARGUS Global Disease Surveillance System		✓					✓	✓		
<i>Various Biotechnology Companies</i> , Business Consulting	✓								✓	
<i>National Center on Family Homelessness</i> , Strategic Planning and Leadership Development	✓	✓						✓	✓	
<i>DHS</i> , Defense Against Emerging and Engineered Pathogens			✓	✓				✓		
<i>DHS</i> , Protecting Against Zoonoses			✓	✓		✓	✓	✓		
<i>DHHS, SAMHSA</i> , Forming a Strategy for Workforce Development	✓						✓			✓
<i>Navy Research Laboratory</i> , Providing Support for a Training Simulation on Chemical Effects			✓	✓						
<i>DHS</i> , Study of Antibiotic Resistant Bio Agents			✓	✓		✓	✓	✓		
<i>World Bank</i> , Improving Flu Preparedness							✓			
<i>Raytheon Technical Services Company</i> , Improving Disease Surveillance and Biosafety							✓	✓		
<i>Boston-based Academic Medical Center</i> , Developing a Neuroscience Research Center	✓		✓		✓		✓			
<i>Navy Postgraduate School</i> , Mobile Education				✓			✓	✓		
<i>DHS</i> , Preventing the Misapplication of Biotechnology			✓			✓		✓		✓
<i>DHS</i> , Setting Requirements for Biodetection			✓	✓				✓		

Three projects, described in more detail below, will illustrate the breadth of our work.

(1) *Preventing the Misapplication of Biotechnology.* Gryphon Scientific was hired to help the government develop a strategy for the potential regulation or independent oversight of an important component of the biotechnology industry. At the time, there was no guidance or regulation of the industry that fabricated synthetic DNA for academe and industry, and the government feared that an adversary could subvert the industry to synthesize a pathogen for use in a biological attack. However, the government recognized that the synthetic DNA industry was a small but growing component of the US biotechnology sector so did not want to unnecessarily hinder its growth. Gryphon was engaged to develop strategic guidance related to regulations or oversight that would address the risk yet not hinder the growth of the industry or the work of their customers in the wider biotechnology sector.

To perform this work, Gryphon first evaluated all current US regulations and guidance related to scientific products, and determined that existing guidelines were inadequate for this application. Once this gap was identified, Gryphon identified and contacted all of the US businesses engaged in the fabrication of synthetic DNA and interviewed these businesses about their mission-oriented business practices, current security practices, profit margins and the requirements of their customer base. We also discussed how overly strict regulation could affect the growth of the US industry (and their customers in the wider biotechnology industry) in comparison to the growth of this industry in Europe and Asia. We determined costs and resources expended by industry currently for screening and estimated how increases in screening costs would affect profit margins. We also determined how the time needed to screen a product would affect the timeliness of order deliveries and how this would potentially affect their customer base. Gryphon also independently interviewed many of the customers of this industry to determine needs related to the timeliness of order delivery, importance of cost in their selection of suppliers and degree of supplier loyalty. Supplementing this analysis of business practices, we assessed the scientific risk posed by the unregulated use of these products and methods by which risky products could be distinguished from those that pose limited risk.

Using these data on the business practices of industry, needs of the industry's customers and scientific realities, Gryphon developed strategic guidance for the government on the nature of regulations and oversight that would be consistent with the growth of this industry and yet reduce its risk. These recommendations included guidelines for gathering information from potential customers by industry and methods to determine the risk posed by the materials that the customer is ordering. Gryphon presented this strategic guidance to an interagency group from DHS, HHS, the FBI, CDC and USDA to gather the feedback from government sector stakeholders. Gryphon used this information to develop its final guidance, which was taken forward by the government and released as official guidance to the industry in the Federal Register in November of last year.

(2) *Modeling Medical Needs in the Aftermath of Terrorist Attacks.* We have been given many tasks in the course of this project, all of which involve supporting decision-making related to the purchase, stockpiling and development of medical countermeasures for disasters and terrorist attacks.

One task in particular is extremely relevant to the MOBIS vehicle. In this task, we investigated means to cost-effectively procure and stockpile a drug for the treatment of acute radiation sickness (ARS) in the aftermath of a nuclear event. This drug is currently in use to promote the recovery of patients undergoing radiotherapy for cancer but it is extremely costly; a single treatment course typically costs more than \$2,000. Worse still, the drug only has a shelf-life of 30 months. Given that we cannot predict when a nuclear attack will happen, it is likely that this drug would be stockpiled, expire and re-purchased several times over before it would be needed, which would be ruinously expensive. Our team calculated the exact cost of this storage modality, determining costs to purchase the drug in bulk, costs for refrigerated storage, costs to acquire ancillary supplies (such as hypodermic needles), and costs to dispose of the drug when it expires.

We then investigated the economic feasibility of storing the drug at hospitals that specialize in cancer treatment. We found that today hospitals normally store only as much drug as they would use in two weeks to reduce costs related to the storage of drugs and the amount of inventory they have to hold at any given time. However, these hospitals have the capacity (and inventory management capability) to store much more of this drug and use it before it expires. As long as a hospital replaces the drug they use (as they normally would), a network of hospitals could collectively “store” as much of this drug as a warehouse without having to pay for product that has expired (because none does). We investigated if this type of drug storage system would be feasible by examining hospital’s normal mission-oriented business practices and compared the costs of this system of drug storage to conventional centralized storage and found that the same amount of drug could be supplied at greatly reduced costs. In fact, the costs borne by the government under this system would simply be those required to purchase the initial stock of drugs and also to subsidize additional storage costs. So, for the cost of conventional storage for 3 years, the same amount of drug could be stored indefinitely. Also, due to the amount of this drug normally used by hospitals, the amount stored could be quite significant to address the threat of a nuclear attack cost effectively. We are now helping the government identify pilot sites for this drug storage system and are investigating the cost effectiveness of storing other critical medical supplies using this system (such as anti-nausea drugs and pediatric antibiotics).

(3) *Resetting the Strategic Directions of a Healthcare Agency.* Long viewed as the last stop for people on the deepest edge of poverty, Albuquerque Health Care for the Homeless (AHCH) has developed an array of medical, dental, behavioral health, and social services to meet the needs of its patients. The result has been a gradual increase in the intensity of services, placing inevitable limits on numbers served and the ability of the agency to foresee a world without homelessness. In the face of an ever increasing population of people experiencing homelessness in Albuquerque, the agency commissioned Gryphon Scientific through the Center for Social Innovation (C4SI) to help reset the agency’s strategic directions. The review process designed by Gryphon and implemented in collaboration with C4SI, began with a review of relevant institutional documents and an internal assessment including a survey of AHCH staff, Board members, and consumer advisors as well as three focus groups of frontline staff, managers, and consumers. The process was also informed by an external scan that included interviews with AHCH funders and community partners as well as benchmarking interviews with eight HCH projects around the nation selected as exemplars for one or more aspects of their operations. These data provided a framework for expanding the reach of the agency by improving its organizational design, re-focusing its mission to emphasize primary medical and dental care, and

most important, strengthening alliances with other agencies serving homeless individuals as well as agencies within the broader health care system in Albuquerque.